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ABSTRACT

Provisions of Title 5 of the California Administrative Code require that each new program offered by a California community college and each new course which is not part of an established program be submitted to the Chancellor for prior approval. The Chancellor is required to report approval actions to the Board of Governors. Highlights of approval activity in 1983-84 include the following: (1) the number of new programs approved decreased from 60 in 1978-79 to 16 in 1983-84, reflecting stringent fiscal conditions and the growing maturity of the educational programs in the community colleges; (2) the majority of new programs were in the areas of Engineering and Related Technologies and Computer and Information Science; (3) the number of noncredit course approvals increased by 267 or approximately 2.8%, though the current number of noncredit courses was less than that in 1981-82; (4) the number of new program approvals is anticipated to remain at current low levels, with most activity in the area of high technology. This annual report to the Board of Governors contains an explanation of the current approval process, a summary of approval activity in the areas of credit courses and programs and noncredit courses, and the text of Title 5, Section 55002, which establishes standards for credit, noncredit, and community service classes. (Author/LAL)

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Board of Governors of the
California Community Colleges
September 13-14, 1984

Item 3

Title: Annual Report: Program and Course Approvals

Staff Presentation: Allan L. Petersen, Administrator
Ernest H. Berg, Specialist
Program Evaluation and Approval

Summary

Provisions of Title 5 of the Administrative Code require each new program offered by a community college, and each new course which is not part of an established program, to be submitted to the Chancellor for prior approval. The Chancellor is also required to report what action he has taken with regard to approvals to the Board of Governors. Standards for credit, noncredit, and community services classes are found in Title 5, Section 55002, which is included as Appendix A.

This annual report consists of a brief explanation of the current approval process and a summary of approval activity in the areas of credit courses and programs, and noncredit courses. Highlights of approval activity is as follows:

The number of new programs approved has decreased from 60 in 1978-79 to 16 in 1983-84. The decrease reflects stringent financial conditions and the growing maturity of the educational programs of the community colleges. The majority of new programs were in the area of Engineering and Related Technologies and Computer and Information Science.

The number of noncredit course approvals increased by 267 or approximately 2.8 percent. The current number of noncredit courses is less than the number in existence in 1981-82. The decrease in the number of noncredit courses is largely due to changes in the funding formula for noncredit courses.

It is anticipated that the number of new program approvals will remain at current low levels with most activity in the area of high technology.

JC 840 485

Background

Section 55100 of Title 5 specifies that each course which is not part of an approved educational program must be submitted to the Chancellor for approval before it is offered by a community college. Section 55130 of Title 5 specifies that a proposed educational program must be submitted to the Chancellor before it is offered by a community college. A "course" is defined as an organized pattern of instruction on a specified subject offered by a community college. An "educational program" is an organized series of courses leading to a defined objective, a degree, a certificate, a diploma, or transfer to another institution of higher education. A "class" is a community services offering (T/5 Sec. 55000). A credit course, a noncredit course, and a community services class are defined in Title 5. (See Appendix A.) The standards for credit courses have recently been strenthened.

While both credit courses and noncredit courses must be taught by credentialled instructors, a credit course must be graded and recorded on a transcript, and must grant units of credit in proportion to academic workload. Community services classes need not be taught by credentialed instructors and do not receive State apportionment aid.

Approval Process

Courses not part of an approved educational program are submitted to the Chancellor's Office on forms provided. These applications are reviewed for appropriateness of content (including level equivalent to 13th or 14th grade), consistency with the accepted goals of the community colleges, and compliance with other appropriate regulations.

Educational programs are submitted to the Chancellor's Office after approval by the local Board of Trustees. The application requires that the following information be provided:

55130. Approval of Credit Programs.

(a) Before offering any course as part of an educational program at a college, the governing board of a district shall obtain approval of the educational program from the Chancellor in accordance wtih the provisions of this article. Approval shall be requested on forms provided by the Chancellor.

(b) The application for approval shall contain at least the following:

(1) The name of the proposed program.

(2) The description of the proposed program.

(3) The purposes and specific objectives of the proposed program.

(4) The place of the proposed program in the district master plan.

(5) An explanation of whether the program is appropriate to the objectives and conditions of higher education and community college education in California and whether it conforms to statewide master planning.

(6) The need for the proposed program ascertained with regard to at least the following factors:

(A) Other community colleges in the area currently offering the program.

(B) Other programs closely related to the proposed program offered by the college.

(C) Relation of the proposed program to job market analysis.

(D) Enrollment projection for the proposed program.

(E) Recommendations of area vocational master plan committees when applicable.

(F) The classification of the courses in the program in accordance with Section 55001.

(7) The need for and present adequacy of the following resources shall be determined in relation to the proposed program:

(A) Library resources.

(B) Facilities and equipment required to initiate and sustain the program. If a new facility is to be used, reference should be made to the five-year master plan.

(C) Availability of adequate or proposed financial support.

(D) Availability of faculty.

(c) The development, establishment and evaluation of an education program shall include representative faculty involvement.

Each proposed educational program is reviewed by at least three members of the Chancellor's Office professional staff.

All proposed programs recommended for approval by the Chancellor's Office are submitted to the California Postsecondary Education Commission for review. The Commission staff reviews the program within 60 days and expresses concurrence or nonconcurrence with the recommendation of the Chancellor's Office. In some cases the Commission staff requests additional information. The Chancellor may approve an educational program which has not been concurred in by the staff of the Commission.

Table 1 displays the number of courses and programs classified according to Taxonomy of Program categories approved since the 1978-79 academic year. Although there has been an increase in the number of course approvals, the number of program approvals continues to decline with 16 programs approved during the 1983-84 academic year as compared to 63 in 1981-82. Of the programs approved in the last academic year, ten (63 percent) were in Engineering and Related Technologies and Computer and Information Science indicating that community colleges are attempting to meet the demands of the new technology.

In the area of course approvals, 17 percent were in the area of Allied Health, reflecting continuing growth in this service area. Fifteen percent of the approvals were in the area of Interdisciplinary Studies which include remedial courses and English as a Second Language. The need for such courses continues to grow and that growth will be stimulated as matriculation procedures are introduced. Twenty-five percent of course approvals were in the area of Engineering and Related Technologies and Computer Information Science, again indicating the efforts of community colleges to address business and industrial needs.

To give the members of the Board of Governors some indication of the diversity and breadth of the educational program of the community colleges, the entire lists of newly approved courses and programs for 1983-84 are attached as Appendices B and C, respectively.

TABLE 1

California Community Colleges
Approved Programs, Credit Courses
For 1978-79 through 1983-84

		Programs						Credit Courses					
		1978-79	1979-80	1980-81	1981-82	1982-83	1983-84	1978-79	1979-80	1980-81	1981-82	1982-83	1983-84
0100	Ag & Nat Res	4	2	0	1	0	0	9	1	0	0	3	2
0200	Arch & Env Des	0	0	0	0	1	0	2	0	0	0	0	0
0400	Biological Sci	1	1	1	3	0	0	4	1	2	0	0	0
0500	Bus & Mgmt	8	9	12	7	1	0	40	10	0	6	0	2
0600	Communications	3	1	1	1	0	0	6	4	0	3	2	2
0700	Computer & Info Sci	2	1	2	6	2	5	3	0	0	11	1	9
0800	Education	1	6	1	0	0	1	37	0	2	4	7	6
0900	Engin & Related Tech	12	14	13	14	7	5	36	3	8	14	0	9
1000	Fine & Applied Arts	9	1	6	1	3	0	12	0	1	2	0	1
1100	Foreign Language	0	1	5	2	1	1	3	5	16	4	5	3
1200	Health	3	5	3	6	3	2	9	9	3	4	6	12
1300	Cons Ed & Home Ec	6	5	3	2	0	0	21	0	1	2	2	3
1400	Law	0	1	2	1	1	0	1	0	0	3	0	1
1500	Letters	1	0	1	4	0	0	16	11	0	1	1	1
1600	Library Sci	1	1	1	0	0	0	1	1	0	1	0	0
1700	Math	0	0	1	1	0	0	22	1	0	0	0	0
1800	Military Science	0	0	1	0	0	0	0	0	0	0	0	0
1900	Physical Science	2	2	1	4	1	0	12	2	3	2	0	0
2000	Psychology	2	2	2	0	0	0	4	1	3	1	1	2
2100	Public Affairs	1	1	4	1	2	1	2	0	1	0	0	2
2200	Social Science	1	1	0	4	2	1	2	9	17	7	2	2
3000	Commercial Services	0	0	0	0	0	0	0	0	0	0	0	0
4900	Interdisciplinary	0	0	0	2	0	0	0	3	1	10	15	11
5300	Apprenticeship	3	3	2	3	13	0	5	10	1	1	0	3
	TOTALS	60	57	62	63	37	16	252	71	59	76	45	71

TABLE 1

California Community Colleges
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		Programs						Credit Courses					
		1978-79	1979-80	1980-81	1981-82	1982-83	1983-84	1978-79	1979-80	1980-81	1981-82	1982-83	1983-84
0100	Ag & Nat Res	4	2	0	1	0	0	9	1	0	0	3	2
0200	Arch & Env Des	0	0	0	0	1	0	2	0	0	0	0	0
0400	Biological Sci	1	1	1	3	0	0	4	1	2	0	0	0
0500	Bus & Mgmt	8	9	12	7	1	0	40	10	0	6	0	2
0600	Communications	3	1	1	1	0	0	6	4	0	3	2	2
0700	Computer & Info Sci	2	1	2	6	2	5	8	0	0	11	1	9
0800	Education	1	6	1	0	0	1	37	0	2	4	7	6
0900	Engin & Related Tech	12	14	13	14	7	5	36	3	8	14	0	9
1000	Fine & Applied Arts	9	1	6	1	3	0	12	0	1	2	0	1
1100	Foreign Language	0	1	5	2	1	1	3	5	16	4	5	3
1200	Health	3	5	3	6	3	2	9	9	3	4	6	12
1300	Cons Ed & Home Ec	6	5	3	2	0	0	21	0	1	2	2	3
1400	Law	0	1	2	1	1	0	1	0	0	3	0	1
1500	Letters	1	0	1	4	0	0	16	11	0	1	1	1
1600	Library Sci	1	1	1	0	0	0	1	1	0	1	0	0
1700	Math	0	0	1	1	0	0	22	1	0	0	0	0
1800	Military Science	0	0	1	0	0	0	0	0	0	0	0	0
1900	Physical Science	2	2	1	4	1	0	12	2	3	2	0	0
2000	Psychology	2	2	2	0	0	0	4	1	3	1	1	2
2100	Public Affairs	1	1	4	1	2	1	2	0	1	0	0	2
2200	Social Science	1	1	0	4	2	1	2	9	17	7	2	2
3000	Commercial Services	0	0	0	0	0	0	0	0	0	0	0	0
4900	Interdisciplinary	0	0	0	2	0	0	0	3	1	10	15	11
5300	Apprenticeship	3	3	2	3	13	0	5	10	1	1	0	3
	TOTALS	60	57	62	63	37	16	252	71	59	76	45	71

It is anticipated that the number of programs submitted for approval will remain at relatively low levels through the 1984-85 academic years due to continued uncertainty about stable funding and questions concerning the effect of fees on enrollment.

In the Chancellor's Office 1982-83 review of programs and courses the following revised approval procedure was explained:

"Under the new procedure, colleges would submit one-page summaries of projected programs at least two years in advance of the proposed date of implementation. Those summaries will be reviewed by the Chancellor's Office staff for compliance with existing criteria specified in Title 5. If the staff determines that there is an objection to the introduction of any program, the college will be advised. The college may either revise the program summary or may submit the full documentation, as presently required, for further review. If the staff determines that there is no objection to the proposed program, the summary will be forwarded to the California Postsecondary Education Commission for review. If the staff of the Commission questions the need for a program, the college may submit a revised summary or may submit full documentation as presently required. If neither the Chancellor's Office nor the Commission's staff question the establishment of a proposed program for two consecutive years on the basis of the information contained in the program summary, the college may establish the program without further application and the program will be entered on the Inventory of Approved Educational Programs."

As was stated last year, the implementation of the new procedure cannot be accomplished until regulations for comprehensive master plans are approved by the Board of Governors.

Noncredit Course Approvals

During the past year, 1983-84, the number of approved noncredit courses increased by 267, or approximately 2.8 percent. The increase comes after two consecutive years of reductions. However, even with this increase, the current number of courses still falls short of the number for 1981-82.

Table 2 shows the total number of noncredit courses that were offered by community colleges statewide for each of the past seven academic years, and the percent change each year.

The significant drop in the number of approved noncredit courses in 1978-79 as displayed in Table 2 resulted from the passage of Proposition 13. The Legislature implemented Proposition 13 with the passage of SB 154 (Chapter 292, Statues of 1978), which severely restricted noncredit courses to a limited number of categories. As a consequence, 3,681 noncredit courses became ineligible for state apportionments.

The increases during the years 1979-80 and 1980-81 resulted from the passage of AB 8 (Chapter 282, Statutes of 1979), which permitted full state apportionment for all noncredit courses. The total number of approved noncredit courses at the end of that two-year period exceeded the number approved in 1977-78 before the passage of Proposition 13.

During these same two years, 1979-80 and 1980-81, the Legislature had severely restricted both the types of courses and the funding in the K-12 Adult Schools. This inequity between the Adult Schools and the Community Colleges generated a great deal of rivalry between the two systems. As a consequence, the Legislature mandated the formation of a Commission on Adult Education Policy in September 1980 to study the issues and make recommendations to the Legislature. The "Behr Commission" Report, submitted to the Legislature April 1, 1981, recommended essentially the establishment of parity of funding and programs between the two systems.

Acting on the recommendations of the Adult Education Policy Commission, the Legislature in AB 1626 and AB 1369 (Chapters 103 and 1178, Statutes of 1981), limited the noncredit offerings eligible for state funding in the community colleges to nine specific areas and reduced community college funding for noncredit courses to $1,100 per ADA (plus inflation adjustments). The bill further removed from the apportionment base of a community college the ADA generated by any noncredit courses offered in 1979-80 which were not eligible in 1980-81. The total loss to the community colleges from this operation was a little over four million dollars.

In 1981-82, the major effort of the Chancellor's Office in the noncredit area was not in approving new noncredit courses but in reducing the courses already approved in the state data bank by declaring 1,496 or 12.9 percent of them as ineligible for state apportionment. Only a few new noncredit courses were approved statewide in that year -- at most, two hundred. The major effort of cutting back noncredit courses resulted from a mandate of Education Code Section 84641 (Chapter 1178, Statutes of 1981), which reduced noncredit offerings eligible for state funding to nine subject matter areas. The growth or decline of noncredit offerings eligible for State funding in community colleges in the past few years is a direct function of legislative action.

In 1982-83, noncredit courses were reduced by 594, or 5.9 percent of all noncredit courses. The reduction was the result of a Board action which deleted the following types of noncredit courses:

1. Lecture and forum series, except those designed specifically for older adults.

2. Re-licensure courses.

TABLE 2

Total Number of Approved Noncredit Courses Statewide
1977-78 - 1983-84

Year	No. of Courses	Change	Percent Change
1977-78	10,782		
1978-79	7,095	- 3,681	- 34.0
1979-80	8,928	+ 1,833	+ 25.8
1980-81	11,563	+ 2,635	+ 29.5
1981-82	10,067	- 1,496	- 12.9
1982-83	9,473	- 594	- 5.9
1983-84	9,740	+ 267	+ 2.8

Table 3 indicates that only twenty-one colleges offer noncredit courses in the areas of adult basic education, high school diploma, English as a second language and citizenship. Since these functions are the primary responsibility of high school and unified school districts in accordance with Education Code 8530 and 9531, it can be seen that only a few community colleges have been assigned these functions by mutual agreement from secondary school districts.

The second line of this table shows that the great majority of statewide noncredit courses are offered in the community colleges that have been assigned the responsibility for adult education by unified school districts.

The next line, showing the number of noncredit courses offered each year by these colleges, reflects the rise and decline of the courses in accordance with the legislative actions described above.

The last two lines show the number of colleges offering some noncredit courses, and the number offering no noncredit courses. Since 1978-79, there has been a slight annual increase in the number of colleges offering noncredit courses. Colleges entering the noncredit area generally offer a minimal number of courses during the first year or two of operation of this program.

TABLE 3

Number of Colleges Offering Noncredit Courses
1977-78 - 1983-84

	1977-78	1978-79	1979-80	1980-81	1981-82	1982-83	1983-84
Number of colleges offering the full spectrum of noncredit courses	20	20	20	21	21	21	21
Percentage of noncredit course offerings by these colleges in relation to total noncredit courses statewide	80%	76%	73%	68%	66%	70%	71%
Number of noncredit course offerings by these colleges	8,625	5,407	5,894	7,825	6,629	6,637	6,945
Number of community colleges offering some noncredit courses	64	59	63	67	69	70	71
Number of community colleges offering no noncredit courses	43	48	44	40	38	37	36

APPENDIX A

Section 55002 of Title 5 specifies standards for credit and noncredit courses and community services classes as follows:

55002. Standards and Criteria for Courses and Classes.

(a) A credit course is a course which, at a minimum:

(1) Is recommended by the responsible college officials and the academic senate or other appropriate faculty body as being of appropriate academic rigor and has been approved by the local district governing board as a collegiate course meeting the needs of the students eligible for admission.

(2) Is taught by a credentialed instructor.

(3) Is offered as described in an outline and/or curriculum guide in official college files. That outline and/or curriculum guide shall specify the unit value, scope, objectives, content in terms of a specific body of knowledge, appropriate readings and writing, and outside assignments, instructional methodology and methods of evaluation for determining whether the stated objectives have been met by students.

(4) Is taught in accordance with a set of instructional objectives common to all students.

(5) Provides for measurement of student performance in terms of the stated course objectives and culminates in a formal recorded grade based upon uniform standards in accordance with Section 55758 of this part and which is permanently recorded as an evaluation of student performance.

(6) Grants units of credit based upon a specified relationship between the number of units assigned to the course and the number of lecture and/or laboratory hours or performance criteria specified in the course outline.

(7) Shall require, when so designated; the completion of appropriate prerequisites for the course before students are enrolled.

(8) Allows repeated enrollment only as permitted by provisions of Division 2 (commencing with Section 51000) of this part.

(b) A noncredit course is a course which, at a minimum:

(1) Is approved by the local district governing board as a course meeting the educational needs of the enrolled students.

(2) Is taught by a credentialed instructor. A supplementary lecturer need not hold a credential if he or she lectures fewer than four times in a semester or quarter.

(3) Treats subject matter and uses resource materials, teaching methods, and standards of attendance and achievement appropriate for the enrolled students.

(4) Is conducted in accordance with a course outline and/or curriculum guide in official college files. That outline and/or curriculum guide shall specify the scope, objectives, content, instructional methodology, and methods of evaluation for determining whether the course objectives have been met.

(c) A community services class at a minimum:

(1) Is approved by the local district governing board.

(2) Is designed for the physical, mental, moral, economic, or civic development of persons enrolled therein.

(3) Provides subject matter content, resource materials, and teaching methods appropriate for the enrolled students.

(4) Is conducted in accordance with a predetermined strategy or plan.

(5) Is open to all members of the community.

(6) Attendance in community services classes may not be claimed for apportionment purposes.

APPENDIX B

COURSES (not a part of approved programs) APPROVED 1983-84

Mechanical Technology (Aerospace)	Allan Hancock
Business Information Systems 110, 115	Coastline
Agriculture, Advance Horse Enterprises 3AB	Feather River
Drama 3 - Musical Production	"
Ironworking 1B, 2B, 3B	Foothill
Orthopedic Assistance	Grossmont
Orthopedic Anatomy and Physiology	"
Advanced Anatomy and Physiology	"
Orthopedic Techniques I, II	"
Library 50	Lassen
Career Planning	"
Computer Science 21, 56, 57, 58, 59	"
157, 157 A, B, C.	"
Survey of High Technology	Orange Coast
Elementary Modern Greek	Pasadena
Integrated Pathophysiology	Porterville
Pharmacology for Nurses	"
Introduction to Anatomy and Physiology	"
Emergency Medical Technician	Rio Hondo
Residential Services Technician	"
Adult Career Change	Saddleback
Educational Orientation	"
Individual Reading, Advisement and Testing	"
Spelling	"
Reading Comprehension	"
Reading Rate	"
Reading - Vocabulary	"
Reading - Textbook Reading	"
Advanced English Structure	"
English 310 A,B, C, D, - Writing Adjunct	"
Hebrew 1, 2	"
Neuro-Psychiatric Concepts	"
Holistic Metabolism	"
Techniques in Patient Stimulation	"
Introduction to Japanese Culture	"
Stewardship and Grievance Handling	"
Arbitration	"
Leadership in Business, Labor and Government	"
Women in Contemporary Affairs	"
Deaf People in the Community	"
Fundamentals of Switching and Data Communication	Skyline
Fundamentals of Transmission and Carrier Systems	"
Engineering Statistics	Solano
Wheelchair Sports	Vista
Test Taking Techniques	"
Deafness and Child Development	"
Disability and Parenting	"
Film and Society	"

APPENDIX B (cont.)

COURSES (not a part of approved programs) APPROVED 1983-84

Film and Literature	Vista
Soccer	"
Aerobics	"
Adaptive Swimming	"
Tutoring Skills	"
Clothing Construction	"
Preschool Curriculum Development	"
Multicultural Activities for Young Children	"
Welding 52, 54, 56, 58	West Hills

APPENDIX C

PROGRAMS APPROVED 1983-84

Program	College
Computer Science	Cypress
Ortnopedic Assistant	Grossmont
Computer Science	Lassen
Business Data Processing	Los Angeles Mission
Electronics Technology	"
Alcoholism Studies	"
Nursing	Moorpark
Electronics	Mt. San Jacinto
Foreign Language, General	"
Computer Information Services	"
Computer Science	Napa
Fitness Specialist	Orange Coast
Anthropology	Oxnard
Laser Electro-Optics Technology	Pasadena
Nuclear Technology	Saddleback
Telecommunications Technology	Skyline

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